

**KALAMAZOO GAY LESBIAN
RESOURCE CENTER
JOB TITLE: DIRECTOR OF PROGRAMS
FULL TIME**



JOB DESCRIPTION

The Kalamazoo Gay and Lesbian Resource Center seeks an outgoing and energetic director of programs to play a key role in the KGLRC team. The director of programs oversees the implementation, management, supervision and evaluation of all the organization's programs.

KEY RESPONSIBILITIES

- Compile, maintain and report on the monthly, quarterly and annual program statistics.
- Analyze trends in the program, identifying issues and developing and recommending solutions
- Implement, manage, supervise and evaluate all activities related to the programs
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers to support activities and programs
- Develop, implement and evaluate recruitment strategies to expand the number of community members participating in activities and programs
- Responsible for supporting community committees as assigned
- Overseeing the outreach, planning and implementation of the Triangle Mentorship Program
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in social work, human services, education, related field, or equivalent work experience
- 3+ years experience in nonprofit or social service field
- Strong problem solving and group work leadership skills
- Ability to interact with people of all ages and cultural backgrounds
- Proficient computer skills
- Effective oral and written communication skills
- Ability to work evenings and some weekends
- Bilingual, preferred
- A can-do attitude, attention to detail, and a commitment to high performance standards.
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- Flexible, punctual, and highly reliable.
- People skills and a sense of humor.

Please submit resumes and cover letters to jay@kglrc.org with the subject "Director of Programs" by November 12, 2014 at 5pm.